

Jefferson County Position Description

Name:		Department:	Fair Park		
Position Title:	Caretaker	Pay Grade:	Not classified	FLSA:	Non-Exempt
Date:	March 2015	Reports To:	Fair Park Supervisor		

Purpose of Position

The purpose of this position is to provide basic maintenance and custodial duties, as well as building/grounds checks for Fair Park.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides property and building checks, ensuring facilities and gates are secured..
- Opens gates and buildings for meetings and events.
- Checks in campers and collects fees after normal business hours.
- Performs basic grounds maintenance including: gardening and garbage/recycling collection.
- Monitors dump station.
- Performs basic building maintenance including; minor repairs and painting barns and buildings.
- Assists in preparing buildings and grounds for events including the County Fair including but not limited to arena preparation and maintenance, PA system setup/take down, etc.
- Cleans restrooms and replenishes supplies.
- Adheres to and promotes safety as a priority in the workplace.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.
- Performs other duties as assigned or may develop.

Minimum Training and Experience Required to Perform Essential Job Functions

Must be at least 18 years of age, supply own RV or camper, and live on-site for up to 6 months from approximately April through September. Two – three years' buildings/grounds maintenance experience required, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Ability to operate tractor and attachments to water and drag arenas.

Other Requirements

Work Environment: May be required to work outdoors in unfavorable conditions. Required to work alone some nights and weekends.

Hours of Work: Must be available for weekend and evening events. During the three weeks of Fair, additional tasks, hours and shifts required.

Fair Week: Section 13(a)(3) of the Fair Labor Standards Act provides an exemption from FLSA overtime provisions for certain situations for an establishment which is an amusement or recreational establishment. During the week prior to, the week of, and the week following, any employee devoting 100% of work time to the operation of the County Fair is exempt from overtime, and all hours worked are paid at the regular rate of pay. Weekends and evenings will be required during this time.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date